



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative 2, CD [Classified Competitive]			Salary (P21) \$51,529.95 - \$72,953.46
Posting Number 82-15	Position Number 902180	Number of Positions 1	Posting Period * From: 7/28/2015 To: 8/10/2015
Location: Division of HIV , STD and TB Services Epidemiologic Services 50 East State Street- 3rd Floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
Recruit clients to participate in a health interview survey through various media, including written correspondence, telephone calls, home visits or working with medical providers. Administer a one hour survey, collecting data onto a laptop. Surveys will be administered either in-person or via telephone. Conduct medical record reviews of sampled clients. Data is collected from various hospitals, clinics and doctor's offices throughout New Jersey. Data is entered directly into a secure web portal. Serve as a liaison to health care providers or other agencies to facilitate the conduct of the Medical Monitoring Project. Provide technical guidance as needed to foster compliance with the Surveillance protocol. Develop/maintain knowledge base of emerging HIV counseling and testing techniques. Provide HIV counseling, medical and social service referrals to sampled clients. Conduct data base searches to identify locating information for sampled clients. Update and maintain all CDC developed tracking databases. Participate in required conference calls, trainings and meetings sponsored by the CDC; may include out-of-state travel.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Two (2) years of experience in a communicable disease related health or social service program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>NOTE: A Master's degree in Biological Science, Public Health, Public Health Nursing, Social Services, or other related subjects may be substituted for one (1) year of experience.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Donna Wagner, Administrative Assistant 2 HIV, STD and TB Services Reference Posting #82-15 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTHIVAIDS@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**